

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. Required. If left blank the system will start the vendor list with the first vendor in the database. If specified the system will return the list for the vendor specified.
Vendor Title	30	Protected. The vendor's name from the VEND table.
Complaint No	5	Unprotected. Key. Required. If left blank the system will start with the first Complaint Number for the vendor. If entered the system will return with the vendor/Complaint number combination specified.
Title Line 1	40	Protected. The first thirty characters of the descriptive title of this complaint.
Title Line 2	40	Protected. The second thirty characters of the descriptive title of this complaint, if the title exceeds thirty characters in length.
Agency Contact	35	Unprotected. Required. The name of the agency contact person.
Agency Phone	14	Unprotected. The phone number of the contact person in the agency that reported this complaint.
Vendor Contact	35	Unprotected. The name of the contact person for the vendor against whom this complaint is registered.
Vendor Phone	14	Unprotected. The phone number of the contact person for the vendor against whom this complaint is registered.
Complainant Name	35	Unprotected. Required. The name of the person who registered this complaint.
Complainant Title	35	Unprotected. The title of the person who registered this complaint.
Text	6x70	Unprotected. Optional. Text detailing the complaint being made against the vendor.

**VENC****Common Vendor Table**

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ENTER FUNCTION: ..... TRANS: VENC
COMMON VENDOR TABLE (KEY IS VENDOR CODE)
DATE:
TIME:
TERM:
VENDOR CODE.: .....
NAME.....: .....
NAME2.....: .....
ADDRESS.....: .....
ADDRESS2.....: .....
CITY/ST/ZIP.: .....
PARISH.....: .. :
COUNTRY.....: .. :
CONTACT.....: .....
PHONE.....: ... - ... - ... - ...
-----REMIT-TO-ADDRESS-----

FEIN/SSAN...: ..... PRIMARY VENDOR IND: . FACS VENDOR #:
1099 VENDOR IND: . MASTER VEND IND: .

BACKUP-WITHHOLDING: . PREVENT DELETION: .

REQUESTING AGENCY: ..... :

STATUS CODE ..... : : ACTIVATE (Y/N/C/P/S).: .

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**Purpose**

The purpose of the Common Vendor Table (VENC) screen is to provide the user with the ability to add vendor header and type 1 and 4 address records in AGPS and AFS. Access is granted only to those vendors for which the user has security access.

**Screen****Characteristics**

Add, Change, and Inquire VEND/VADR Table

**Procedure****Cross-Reference**

Chapter 2 Vendor Database Maintenance;

1.1 Add Common Vendor Table

## VENDOR DATABASE MAINTENANCE

## DOCUMENTS

### VENC: Common Vendor Table

#### Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Phone	14	Unprotected. Required. The area code, exchange, and number of the phone number for the contact person.
Remit To Address Phone	10	Unprotected. Optional. The area code, exchange, and number of the phone number for the contact person.
FEIN/SSAN	9	Unprotected. Required. Used to record the vendor's Federal Employer Identification Number (FEIN) or Social Security Account Number (SSAN).
Primary Vendor Ind	1	Unprotected. Required. Used to indicate if other locations use the Taxpayer Identification Number in the vendor file. Valid entries are 'Y' and 'N'. System defaults to 'N'.
FACS Vendor #	5	Protected. The FACS vendor number for the FEIN/SSAN number in AGPS.
1099 Vendor Ind	1	Unprotected. Required. Used to indicate whether or not the vendor is a 1099 vendor. Valid entries are 'Y' or 'N'. System defaults to 'N'.
Master Vend Ind	1	Unprotected. Required. Used to indicate the master vendor for 1099 purposes. Valid entries are 'Y' or 'N'. System should validate that no other vendor with the same value in the FEIN/SSAN field is already established as a master vendor.
Backup-Withholding	1	Unprotected. Required. Used to indicate whether or not a vendor is subject to backup withholding. Valid entries are 'Y' and 'N'. System defaults to 'N'. 'Y' can only be entered if the 1099 Vendor Indicator is also 'Y'.
Prevent Deletion	1	Unprotected. Required. Valid entries are 'Y' or 'N'. System defaults to 'N'. Field should only be set to 'Y' by OSRAP.
Requesting Agency	6	Unprotected. Required. Used to identify the agency requesting the establishment of a new vendor record. Defaults to user's Executive Agency number. OSRAP is the only agency authorized to update this field.
Agency Title	35	Protected. Inferred title of the agency from the AGCY table.
Status Code	1	Protected. The current status of the vendor record.

## **VENDOR DATABASE MAINTENANCE**

## **DOCUMENTS**

**VENC: Common Vendor Table**

### **Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Status Code Title	10	Protected. Inferred title of the vendor status. 1 = Active, 2 = Inactive, 3 = Suspended, 4 = Debarred, 5 = Casual, 6 = Pending Inactive, 7 = CFMS Pending Inactive.
Activation	1	Unprotected. C required for add. OSRAP is the only agency allowed to activate ('Y'), inactivate ('N'), pending inactive ('P'), or CFMS pending inactive ('S') a vendor. Updates hold-payment indicator on AFS to 'N' if Active or to 'Y' if Inactive or Casual Vendor. Updates vendor status on AGPS to '5' if Casual Vendor, '1' if Active, '2' if Inactive, '6' if Pending Inactive, or '7' if CFMS Pending Inactive.

**RECEIPT, INVOICE, AND PAYMENT PROCESSING****DOCUMENTS****OPAY: Order Payment Header Table****Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Check Number	11	Protected. Assigned check number from accounting.
City	15	Protected. Inferred name of the vendor's address city from the VADR Table for the specified vendor number.
State	2	Protected. Inferred state code from the vendor's address record in the VADR Table for the specified vendor number.
Zip	5/4	Protected. Inferred zip code from the vendor's address record in the VADR Table for the specified vendor number.
Payment Amount	9.2	Protected. System will generate amount based on the approved line amounts.
Amount Paid	9.2	Protected. System will input amount paid based on the line(s) amount processed to accounting less any discounts taken in the accounting system.
Comments	40	Unprotected. Optional entry. Free form entry text. Text will be sent to the accounting system, and the first 16 characters will print on the check stub.
Invoice Date	8	Protected. Inferred invoice receipt date from OINV.
Payment Voucher #	7	Protected. Inferred payment voucher number for approved payment. Maintained by the system.
USERID Last Chg	8	Protected. USERID of the user who last changed this record; system maintained.
Date Last Changed	8	Protected. Date the record was last changed; system maintained.
Order Doc Type	3	Protected. Inferred order document type for payment record from the ORDR Table of the referenced order number.
Order Doc Type Title	30	Protected. Inferred interpretation of the order document type from BTAB Table DO.
USER Appv	8	Protected. System will input the USERID of the user that set the approval status to <b>Y</b> .
Payment Type	1	Protected. Payment type is maintained by the system when the OPAY is approved.
Payment Type Title	30	Protected. Inferred interpretation of the payment type code from BTAB Table GP.

## RECEIPT, INVOICE, AND PAYMENT PROCESSING

## DOCUMENTS

### Field Completion

OPAY: Order Payment Header Table

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date Appv	8	Protected. Date is set by the system when approval is changed to Y.

**V070E VENDOR RECORD NOT FOUND**

CAUSE: Entered Vendor Number is not key to a valid record in the VEND Table.  
SOLUTION: Enter a Vendor Number that is key to a valid record in the VEND Table.

**V071E UPDATE TO VENDOR FAILED**

CAUSE: Update of the related VEND Table record failed.  
SOLUTION: Contact the ISIS Help Desk for assistance.

**V072E CANNOT DELETE DUE TO STATUS**

CAUSE: Function is DELETE and record status is not '0'.  
SOLUTION: If record is invalid, set Complaint Resolution Action to '11' and status to '3'.

**V073E AGCY CONTACT IS REQUIRED**

CAUSE: Agency Contact is required and has not been entered.  
SOLUTION: Enter Agency Contact.

**V074E AGENCY PHONE IS INVALID**

CAUSE: Area Code, Prefix and number are not numeric.  
SOLUTION: Enter numeric Agency Phone number.

**V075E VENDOR PHONE IS INVALID**

CAUSE: Area Code, Prefix and number are not numeric.  
SOLUTION: Enter numeric Vendor Phone number.

**V076E COMPLAINANT NAME REQUIRED**

CAUSE: Complainant Name is required and has not been entered.  
SOLUTION: Enter Complainant Name.

**V078E RESOLUTION DATE INVALID**

CAUSE: Entered Resolution Date is not a valid date entry.  
SOLUTION: Enter valid Resolution Date as MMYYYDD or MM/YY/DD.

**V079E COMPLAINT NUMBER IS INVALID**

CAUSE: Entered Complaint Number is not key to a valid record in the VCOM Table.

SOLUTION: Enter Complaint Number that is key to a valid record in the VCOM Table.

**V080E COMPLAINT RCD NOT COMPLETE**

CAUSE: Entered Complaint Number VCOM record status is not '1' or '2'.

SOLUTION: Update VCOM status then process this transaction.

**V081E AGENCY/VENDOR IS INVALID**

CAUSE: Entered Agency/Vendor indicator is not equal to a valid entry in BTAB Table 'AV' (Agency/Vendor Indicator).

SOLUTION: Enter Agency/Vendor indicator equal to a valid entry in BTAB Table 'AV'.

**V082E SEQUENCE NUMBER NOT NUMERIC**

CAUSE: Entered Sequence Number is not numeric.

SOLUTION: Enter numeric Sequence Number.

**V083E ACTION DATE IS INVALID**

CAUSE: Entered Action Date is not a valid date entry.

SOLUTION: Enter valid Action Date as MMDDYY or MM/DD/YY.

**V084E ACTION CODE IS INVALID**

CAUSE: Entered Action Code is not equal to a valid entry in BTAB Table 'RA' (Complaint Resolution Action).

SOLUTION: Enter Action Code equal to a valid entry in BTAB Table 'RA'.

**V085E ACTION BY NAME IS REQUIRED**

CAUSE: Action By Name is required and has not been entered.

SOLUTION: Enter Action By Name.

**V091E STATUS CANNOT BE CHG**

CAUSE: Status Code = '2' – Inactive or '5' – Casual and user is trying to change to '6' – Pending Inactive or '7' – CFMS Pending Inactive.

SOLUTION: Status Code cannot be changed on VEND, must use VENC.



**V093E VENDOR STATUS INACTIVE**

CAUSE: Entered Vendor Number is not key to an active record in the VEND Table.

SOLUTION: Contact the Office of Statewide Reporting (OSRAP) vendor section to have the vendor activated.

**V095E SUSPENSION TYPE IS REQUIRED**

CAUSE: Record status is '3' or '4' and Suspension Type is required and has not been entered.

SOLUTION: Enter Suspension Type.

**V097E RATING CODE IS REQUIRED**

CAUSE: Rating Code is required and has not been entered.

SOLUTION: Enter Rating Code.

**V098E COMPANY SIZE IS REQUIRED**

CAUSE: Company Size is required and has not been entered.

SOLUTION: Enter Company Size.

**V099E GROSS REVENUE IS REQUIRED**

CAUSE: Gross Revenue is required and has not been entered.

SOLUTION: Enter Gross Revenue.

**V101E PARISH CODE IS INVALID**

CAUSE: Country Code is 'US' and Parish Code is required and has not been entered.

SOLUTION: Enter Parish Code.

**V102E DATE RECEIVED IS REQUIRED**

CAUSE: Date Received is required and has not been entered.

SOLUTION: Enter Date Received.

**V103E COMPLAINT DATE IS REQUIRED**

CAUSE: Complaint Date is required and has not been entered.

SOLUTION: Enter Complaint Date.

**V104E COMPLAINT NUMBER IS REQUIRED**

CAUSE: Complaint Number is required and has not been entered.

SOLUTION: Enter Complaint Number.

**V105E S/C MUST = 3 OR 4 FOR EXP/SUSP**

CAUSE: VEND Status is not equal to '3' or '4', and the Suspend/Debar and/or Expiration Date has been entered.

SOLUTION: Update VEND Status, or space out Suspend/Disbar and/or Expiration Date.

**V107E CANNOT DELETE STATUS NOT 0**

CAUSE: VEND record Status is not '0' and function is DELETE.

SOLUTION: NONE - Cannot delete this record.

**V108E SUSPENSION DATE REQUIRED**

CAUSE: VEND Status is equal to '3' or '4', and Suspend/Debar Date is required and has not been entered.

SOLUTION: Enter Suspend/Debar Date.

**V109E EXPIRATION DATE REQUIRED**

CAUSE: Suspend/Debar date has been entered and Expiration Date is required and has not been entered.

SOLUTION: Enter Expiration Date.

**V110E SUSPENSION TYPE NOT ALLOWED**

CAUSE: VEND Status is not equal to '3' or '4', and Suspension Type has been entered.

SOLUTION: Update VEND Status, or space out Suspension Type.

**V111E STATUS CODE MUST BE '0'**

CAUSE: Function is ADD and Status is not '0'.

SOLUTION: Space out Status Code or enter '0'.

**V112E RESOLUTION CODE INCOMPATIBLE**

CAUSE: Status is not equal to '2' and Resolution Code is '00 - 08'; or Status is '2' and Resolution Code is not '00-08'; or Status equal to '3' and Resolution Code is not '10'; or Status is not equal to '3' and Resolution Code is '10'.

SOLUTION: Enter Resolution Code compatible with VCOM status.

**V113E RESOLUTION DATE REQUIRED**

CAUSE: Status is equal to '2' or '3' and Resolution Date is required and has not been entered.

SOLUTION: Enter Resolution Date.

**V114E ACTION INCOMPAT WITH STATUS**

CAUSE: VCOM Status is not equal to '2' or '9' and Action code is '10', or VCOM Status is not equal to '1' and Action Code is '00-09'.

SOLUTION: Enter Action Code compatible with VCOM Status.

**V115E RESOLUTION CODE REQUIRED**

CAUSE: Status is equal to '2' and Resolution Code is required and has not been entered.

SOLUTION: Enter Resolution Code, or update Status.

**V116E PARISH CODE MUST EQUAL 98**

CAUSE: Out of State indicator is equal to 'Y', and Parish Code is not equal to '98'.

SOLUTION: Enter Parish Code equal to '98'.

**V117E OUT OF STATE MUST BE 'Y'**

CAUSE: Out of Country indicator is equal to 'Y' and Out of State indicator is not equal to 'Y'.

SOLUTION: Enter Out of State indicator equal to 'Y'.

**V118E STKHLDR DISC MUST BE Y OR N**

CAUSE: Entered Stock Holder Disclosure is not equal to 'Y' or 'N'.

SOLUTION: Enter Stockholder Disclosure equal to 'Y' or 'N'.

**V119E DATE FILED IS INVALID**

CAUSE: Entered Date Filed is not a valid date or is equal to or greater than current date.

SOLUTION: Enter valid Date Filed that is less than current date as MMDDYY or MM/DD/YY.

**V124E STKHLDR DISC Y, DTE FILE REQ**

CAUSE: Stock Holder Disclosure is equal to 'Y' and Date Filed is required and has not been entered.

SOLUTION: Enter Date Filed.

**V126E VEND NUM MUST BE 9 NUMERICS**

CAUSE: First nine characters of Vendor Number is not numeric.

SOLUTION: Enter first nine characters of Vendor Number as numeric.

**V127E 800 NUMBER INVALID**

CAUSE: Entered 800 Number is not numeric.

SOLUTION: Enter numeric 800 Number.

**V131E RECIPROCITY/OUT OF ST MISMATCH**

CAUSE: Out of State is equal to 'Y' and Reciprocity State is spaces, or Out of State is 'N' and Reciprocity State is not spaces.

SOLUTION: If Out of State is equal to 'Y', enter Reciprocity State, or if Out of State is equal to 'N', space out Reciprocity State.

**V132E INVALID RECIPROCITY STATE**

CAUSE: Entered State is not equal to a valid entry in BTAB Table 'ST' (State Code).

SOLUTION: Enter State equal to a valid entry in BTAB Table 'ST'.

**V133E CVT CODE NOT NUMERIC**

CAUSE: Entered CVT Code is not numeric.

SOLUTION: Space out CVT Code (not applicable in LA).

**V140E MAX ALLOWED DECIMALS EXCEEDED**

**CAUSE:** Entry is a numeric field and the number of decimal positions to the right of the decimal exceeds the positions allowed for that field.

**SOLUTION:** Enter the correct number of decimal positions to the right of the decimal for that numeric field.

**V149E REMITTANCE VEND W/OUT SUFFIX**

**CAUSE:** Remittance vendor entered without suffix (2 position location).

**SOLUTION:** Enter Remittance Vendor Suffix.

**V150E REMITTANCE SUFFIX W/OUT VEND**

**CAUSE:** Remittance Vendor Suffix entered without Vendor Number.

**SOLUTION:** Enter remittance Vendor Number.

**V151E REMITTANCE VENDOR NUM INVALID**

**CAUSE:** Entered Remittance Vendor Number is not key to a valid record in the VEND Table.

**SOLUTION:** Enter Remittance Vendor Number that is key to an active record in the VEND Table.

**V152E REMITTANCE VEND NOT ACTIVE**

**CAUSE:** Entered Remittance Vendor and Suffix is not key to an active record in the VEND Table.

**SOLUTION:** Enter an active Vendor Number and Suffix.

**V176E UPDATE TO VADR FAILED**

**CAUSE:** VADR record update was unsuccessful.

**SOLUTION:** Contact OSIS Help Desk for assistance.



**076LE COMM FROM TEXT IS INVALID**

**CAUSE:** The Text Reference Number in the Text From field is not key to a valid record in the Text Table.

**SOLUTION:** Enter a Text Reference Number that is key to a valid record in the TEXT Table.

**077LE TEXT FROM NOT ACTIVE**

**CAUSE:** The Text Reference Number in the Text From field is not key to an active record (status code not equal to '1') in the TEXT Table.

**SOLUTION:** Enter a Text Reference Number that is key to an active record in the TEXT Table.

**078LE COMM TO TEXT IS INVALID**

**CAUSE:** The Text Reference Number in the Text To field is not key to a valid record in the TEXT Table.

**SOLUTION:** Enter a Text Reference Number that is key to a valid record in the Text Table.

**079LE TEXT TO NOT ACTIVE**

**CAUSE:** The Text Reference Number in the Text To field is not key to an active record (status code not equal to '9') in the TEXT Table.

**SOLUTION:** Enter a Text Reference Number that is key to an active record in the TEXT Table.

**080LE TEXT TO NOT ALLWD W/O TXT FROM**

**CAUSE:** A Text Reference Number has been entered in the Text To field, but the Text From field has been left blank and must be entered.

**SOLUTION:** Enter a Text Reference Number in the Text From field.

**081LE NOT A VALID RANGE**

**CAUSE:** Text Reference Numbers have been entered in the Text From and Text To fields, but the Text From Number is greater than the Text To Number.

**SOLUTION:** Enter a Text From Reference Number that is less than the Text To Reference Number.

**APPENDIX G - Error Message Manual**

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**082LE PRINT FLAG MUST BE Y OR N**

CAUSE: The Print indicator is not equal to 'Y' or 'N'.

SOLUTION: Enter a 'Y' or 'N' in the Print field.

**084LE AGCY BUYER REQ DEPT PUR AGCY**

CAUSE: The Department Purchasing Agency is spaces, and Agency Buyer Code is not equal to spaces (can't enter one with out the other).

SOLUTION: Enter a Department Purchasing Agency number, or space out the Agency Buyer field.

**085LE MUST USE VENC TO CHG STATUS**

CAUSE: Status code changed to '6' – Pending Inactive or '7' – CFMS Pending Inactive on VEND.

SOLUTION: VENC must be used to change status.

**086LE NOTIFY REQ AGCY MUST BE Y OR N**

CAUSE: Notify Agency Requisition is not equal to 'Y' or 'N'.

SOLUTION: Enter a 'Y' or 'N' in the Notify Agency Req field.

**087LE NOTIFY ORD AGCY MUST BE Y OR N**

CAUSE: Notify Agency Order is not equal to 'Y' or 'N'.

SOLUTION: Enter a 'Y' or 'N' in the Notify Agency Order field.

**088LE NOTIFY CON AGCY MUST BE Y OR N**

CAUSE: Notify Agency Contract is not equal to 'Y' or 'N'.

SOLUTION: Enter a 'Y' or 'N' in the Notify Agency Contract field.

**089LE RTXT PRINT IND MUST BE Y OR N**

CAUSE: The Print indicator is not equal to 'Y' or 'N'.

SOLUTION: Enter a 'Y' or 'N' in the Print field.

**090LE STATE USE ITEM MUST BE SPACE**

CAUSE: The State Use Item indicator can only be entered at the Item Level, not class or subclass.

SOLUTION: Space out the State Use Item field.



**339LE REMIT ADDRESS INCOMPLETE**

**CAUSE:** Address Line 1 for the Remit-To-Address is required and has not been entered.

**SOLUTION:** Enter Address Line 1 for the Remit-To-Address.

**340LE REMIT STATE CODE IS INVALID**

**CAUSE:** State Code for the Remit-To-Address is not a valid entry in BTAB Table 'ST' (State Code).

**SOLUTION:** Enter State Code for the Remit-To-Address that is a valid entry in BTAB Table 'ST' (State Code).

**341LE REMIT PARISH CODE IS INVALID**

**CAUSE:** Parish Code for the Remit-To-Address is not a valid entry in BTAB Table 'CC' (Parish Code).

**SOLUTION:** Enter Parish Code for the Remit-To-Address that is a valid entry in BTAB Table 'CC' (Parish Code).

**342LE REMIT COUNTRY CODE IS INVALID**

**CAUSE:** Country Code for the Remit-To-Address is not a valid entry in BTAB Table 'CR' (Country Code).

**SOLUTION:** Enter Country Code for the Remit-To-Address that is a valid entry in BTAB Table 'CR'.

**343LE REMIT STATE CODE MUST BE SPACES**

**CAUSE:** Country Code for the Remit-To-Address is not equal to 'US', and State Code has been entered.

**SOLUTION:** Space out the Remit-To-Address State Code.

**344LE REMIT PARISH IS INVALID FOR LA**

**CAUSE:** State Code for the Remit-To-Address is equal to 'LA' and Parish Code is equal to '98'.

**SOLUTION:** Enter Parish Code for the Remit-To-Address that is valid for the State of Louisiana (not equal to '98').

**345LE REMIT ZIP2 MUST BE NUMERIC**

CAUSE: Zip Code for Remit-To-Address is not numeric.

SOLUTION: Enter numeric Zip Code for Remit-To-Address.

**346LE REMIT PHONE MUST BE NUMERIC**

CAUSE: Phone Number for Remit-To-Address is not numeric.

SOLUTION: Enter numeric Phone Number for Remit-To-Address with area code, prefix and phone number.

**347LE 1099 VENDOR IND MUST BE Y OR N**

CAUSE: 1099 Vendor Ind is not equal to 'Y' or 'N'.

SOLUTION: Enter 'Y' or 'N' in the 1099 Vendor Ind field.

**348LE ACTIVATION MUST BE C**

CAUSE: Activate is not equal to 'C'.

SOLUTION: Enter 'C' in the Activate field.

**350LE ACTIVATION MUST BE Y, N, C, P OR S**

CAUSE: Activate is not 'Y', 'N', 'C', 'P', or 'S'..

SOLUTION: Enter 'Y', 'N', 'C', 'P', or 'S' in the Activate field.

**352LE ADD OF AGPS VEND ADDR1 FAILED**

CAUSE: An error occurred adding Vendor Address Type 1.

SOLUTION: Contact the ISIS Help Desk for assistance.

**353LE ADD OF AGPS VEND ADDR4 FAILED**

CAUSE: An error occurred adding Vendor Address Type 4.

SOLUTION: Contact the ISIS Help Desk for assistance.

**355LE UPDATE TO AGPS VADR1 FAILED**

CAUSE: An error occurred updating Vendor Address Type 1.

SOLUTION: Contact the ISIS Help Desk for assistance.

**APPENDIX G - Error Message Manual**

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908LE CAN'T INC IF VEND STATE = 3, 4, 6, 7

CAUSE: Processing OCHG increase and VEND status = 3, 4, 6, 7.

SOLUTION: Cannot process OCHG increase when VEND status = 3, 4, 6, 7.

